



Small Grant Report

for

[Program Name]
[Organization Name]

Instructions & Hints

1. Fill in your program and organization name, above.
2. Type an answer following each item below.
3. Generally, short, precise, and clear answers are preferred over long responses.
4. This *Small Grant Report* template is designed to correspond to the “Request To Support a Program” section of the *Small Grant Proposal*. Review your proposal prior to completing this *Report*.
5. When you have completed the *Report*, delete this “Instructions & Hints” section and the instructions below.
6. Do not include additional information not requested or attach documents.

Feel free to email the Foundation for clarification: mckraushaar@georgiasown.org.

GRANT PERFORMANCE

1. Was the money used for the program exactly as described in your *Grant Proposal*? If something changed, explain it. (*Use less than 50 words.*)
2. Did you encounter any problems with this program? If so, how did you deal with them? (*Use less than 100 words.*)

PROGRAM RESULTS

(*For the next three questions, list 2-4 line items for each program parameter. If available, include quantities or other metrics. E.g., how many of the “activity” you did, or how much of an outcome was achieved.*)

3. **Activities:** key **internal** activities the organization undertook to operate the program (not ones that “touch” the population that you serve).
 - i.
 - ii.
4. **Outputs:** primary **external** activities the organization conducted that provided services to the population that you serve.
 - i.
 - ii.
5. **Outcomes:** changes in the behavior, knowledge, skill, attitude, or situation of the population that you serve, generated by your program. (*Outcomes should match those specified in your Request To Support a Program.*)
 - i.
 - ii.

6. Do you anticipate the program will achieve its goals for the year? If not, why? If it will exceed its goals, describe why. *(Use less than 50 words.)*

ADDITIONAL COMMENTS

7. If you would like to provide additional information about the program the grant supported, state it here. *(Optional. Use less than 200 words.)*

AFFIRMATION

I affirm that the information in this *Small Grant Report* is true in every respect.

Signed

Date

Name

Title

SUBMISSION INSTRUCTIONS

Do not add a cover letter to your *Grant Report*. This form is sufficient.

Mail or email a signed copy of this *Report* to:

Ms. Marin Kraushaar
Georgia's Own Foundation, Inc.
Post Office Box 105205
Atlanta, GA 30348

mckraushaar@georgiasown.org